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Using ITAS – Integrated Time and Attendance System
A Quick Reference Guide
(LEAVE) APPROVING OFFICIALS

As a Supervisor/Leave Approving Official (LAO) you will approve/deny leave requests submitted by employees and approve timecards for employees at the end of each pay period. . The functions available to you as a Leave Approving Official are:

Section 1. APPROVE LEAVE

This function allows you to review and approve or deny leave requests. Leave requests you approve are automatically posted to the employee's timecard.

1. For each leave request:
    - Click the **Apr** radio button to mark the leave request as Approved.
    - Click the **Dny** radio button to mark the leave request as Denied.
    - Click the **Pnd** radio button to mark the leave request as Pending.
2. For additional information:
    - Click the **Dlt** link to view the leave request Details.
    - Click the **TC** link to view the *current* Timecard Report.
    - Click the **Cal** link to view the Leave Calendar Report associated with the leave request.
3. To approve all pending leave request click on the **Set All Approved** button or to deny all pending leave request click on the **Set All Denied** button.
4. Once you have made your changes, click the **Submit** button.

If you wish to exit the function without saving your changes, click the Cancel button.

Section 2. APPROVE TIMECARDS

This function allows you to approve time and attendance information for employees in your organization for whom you are the Approving Official. Approval of the timecard by the Approving Official in ITAS is required in order for the employee to receive a salary check. DHHS policy prohibits the processing of timecards that have not been approved by an Approving Official.

Approving Officials must approve timecards for their employees in ITAS by COB the last Friday of the pay period. (This deadline is established so that all time and attendance is accurately reflected in preparation for the Pay Period Close Process that is performed by the ITAS System Administrator.)

Choose the option “Approve Timecards” on the Approving Official Functions window.

1. The “Approve Timecards” detail window appears, indicating summary information for each employee.
2. For each timecard, click the checkbox to set the status to Approved. Use the buttons at bottom to set all timecards to Approved or reset them all to their initial status.

   If leave is still pending for a timecard, then the phrase “Lv Pend” appears in place of the checkbox; a timecard cannot be approved until all related leave requests have been processed.

   * denotes some hours added through supplements.
3. Clicking the Timecard link will open the Timecard Report for the selected row in a new window.
4. To view information for a particular day, position the cursor on the desired day and click the mouse until the row is highlighted with a black bar. This activates the option Timecard Detail at the bottom of the window. Click on Timecard Detail to view more specific information on leave used or hours earned by the employee for the particular day. Close the Timecard Detail window to return to the Timecard Summary window.
5. Once you’ve made your changes, click the **Submit** button to save them.

If you wish to exit without saving your changes, click the Cancel button.

Section 3. Approve For. . .

This option enables to approve timecards as an alternate approving official.

1. Click on *Approve For. . .*
2. Highlight the name of the Approving Official for whom you wish to approve for.
3. For each timecard, click the checkbox to set the status to Approved. Use the buttons at bottom to set all timecards to Approved or reset them all to their initial status.

If leave is still pending for a timecard, then the phrase "Lv Pend" appears in place of the checkbox; a timecard cannot be approved until all related leave requests have been processed.

* denotes some hours added through supplements.

4. Once you have made your changes, click the **Submit** button.

If you wish to exit without saving your changes, click the Cancel button.

Section 4. DESIGNATE ALTERNATE

This option allows you to designate Approving Official alternate(s) to approve timecards in your absence. (This option is also available to Timekeepers and ITAS Coordinators.)

The list of available Alternate Approving Officials is displayed. To select an Alternate Approving Official, click the checkbox if you want to designate the Approving Official as your alternate. Conversely, de-select or unclick the checkbox to remove the Approving Official as your alternate.

Use the buttons to choose every Approving Official as your alternate, unselect every Approving Official as your alternate or reset them to their initial status.

Once you have made your selections, click the **Submit** button to accept your changes. If you wish to exit without saving your changes, click the Cancel button.

Section 5. Reports

This function allows you to view the following reports:

A. Timecard – View employees Timecard assigned to Approving Official.
B. Leave Calendar – View employees leave request
C. Sign-In/Sign-Out – Not Applicable to DHHS

Timecard

- Select an employee
- Select a pay period
- Select a report format
- Click on Open Report

Leave Calendar

- Select a leave year
- Select a month
- Click on Open Report

Note: This is a review only function, you cannot make changes.

Section 6. Change Role

This function allow you to change from Approving Official role to that of Employee.

Section 8. USER HELP

1. If you encounter problems using the ITAS software you should contact your timekeeper and/or your ITAS Coordinator. Administrative Officers/ITAS Coordinators and Timekeepers provide information regarding the ITAS operation in their respective organization.
2. The HRS Helpdesk provides assistance to Timekeepers and/or ITAS Coordinators with problems/questions related to the use of ITAS software. They can be reached on 301-504-3000 or via email at Hhelpdesk@psc.gov
3. A more comprehensive ITAS manual in Word 97 and Adobe Acrobat format is available on the HRS ITAS Web page at http://www.hrs.psc.dhhs.gov